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DD/A Registry
85-0403/1

MEMORANDUM FOR: Executive Officer/DDA

FROM: Robert W. Magee
Director of Personnel

SUBJECT: New Building Consolidated Library Facility

REFERENCE: Memo to DA Officer Directors from DDA/EXO dtd.
1 Feb. 1984; Same Subject

In response to your request, the following is a list of reference materials/publications which I believe the Office of Personnel should provide in support of the new building library:

- Foreign Affairs Manual
- Joint Travel Regulations
- Federal Personnel Manual
- Working file for daily vacancy notices
- FPM Supplement 890-1 (Federal employees health benefits)
- FPM Supplement 870-1 (life insurance)
- Current brochures and pamphlets for all insurance plans (life, health, etc.)
- FPM Supplement 831-1 (retirement)
- Social Security/Medicare reference material
- Video's produced on retirement and employee benefits programs
- Retirement Planning reference material
- Voluntary Investment Plan brochure
- Career Development Bulletin
- Code of Federal Regulations Title 5 Administrative/Personnel
- Decisions of the Comptroller General of the United States
- Decisions of the Comptroller General of the United States - Bound
(Currently 60 volumes and eight volumes of indexes)
- Federal Employees Almanac and its military counterpart (annual)
- Federal Register (daily)
- Federal Travel Regulations (several volumes)
- Foreign Service Journal
- Federal Personnel Manual Issuances (several volumes)
- Management
- Monthly Release of Federal Civilian Workforce Statistics

Personnel Journal
Personnel Literature
Spotlight - EEO
State
United States Government Manual
Foreign Service Manual
Bureau of National Affairs Employee Relations Weekly
The Employee Handbook
The Personnel Management Handbook
The Performance Appraisal Handbook
The Handbook of Agency Occupational Titles and Codes
Periodicals from American Management Association (Personnel)
Public Personnel Management Quarterly

Robert W. Magee

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